

AGENCY FUNCTION AND RECORDS SUMMARY

Education and Workforce Development Cabinet

Kentucky Educational Television

The Kentucky Educational Television (KET) Network was established by the 1962 General Assembly through KRS 168.010 -168.100. Nearly fifty percent of the service is in-school instructional programming. The Public Broadcasting Service represents fifty percent of the service, including national, regional, and local programs in adult education and cultural and public affairs. Virtually all Kentucky citizens can receive the KET signal at home and 98 percent of Kentucky schools actively use KET in their classrooms. KET is separated into three program areas. General Administration and Support ensures the operations and programs of KET meet the statutory mandates. Broadcasting and Education selects instructional and public programming for distribution by KET. Engineering operates and maintains the 15-transmitter broadcast network and a satellite delivery system. KET delivers approximately 10,000 hours of programming each year via open broadcast and satellite. KET operations are regulated by The Kentucky Authority for Educational Television, a nine-member board created to prescribe and enforce regulations governing the use of educational television (KRS 168.030). Gubernatorial appointees to the Authority are made from nominations submitted to the Governor by the Governor's Higher Education Nominating Committee.

This is a complete revision of the schedule for Kentucky Education Television.

Current schedule date: September 14, 1995

Proposed schedule date: December 8, 2011

Deletions from Schedule

- Series 00986, Grants File – 3 years
Rationale: Agency federal and state grant records are covered by the general schedule Series F0111, Agency Grants Project Files (8 years after grant closeout).
- Series 01005, Scripts File – Permanent
Rationale: These records are covered by Series 00994, Program Files (Permanent).
- Series 01006, Release Authorization File – Permanent
Rationale: These records are covered by Series 00994, Program Files (Permanent).
- Series 01009, Copyright File – Permanent
Rationale: These records are covered by Series 00994, Program Files (Permanent).
- Series 01010, Photographic File – Permanent
Rationale: These records are covered by Series 00994, Program Files (Permanent).
- Series 01013, Individual Program Data File – 15 years
Rationale: These records are covered by Series 00994, Program Files (Permanent).

Deletions from Schedule (cont.):

- Series 01014, Production Schedule File – 1year
Rationale: Short-term records are covered by the general schedule Series M0018 and long-term records are covered by Series 00994 (permanent).

Changes to the Schedule

- Series 00988, Education Utilization Survey File
Current retention: 3 years
Proposed retention: 8 years
Rationale: Retention change is for administrative need.

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 08, 2011

STATE AGENCY RECORDS
RETENTION SCHEDULE

Education and Workforce Development Cabinet
Kentucky Educational Television
Education, Division of

Record Group
Number
0940

Series	Records Title and Description	Function and Use
00988	Education Utilization Survey File	This series documents the production, distribution, and use of KET educational resources and services in Kentucky educational institutions, including public schools, early childhood learning centers, and adult education centers/postsecondary institutions. It is compiled from several sources, including reports completed by KET's Education Consultants, who work with schools in each region of the state; monthly/annual data on educator usage of KET EncycloMedia, KET's primary distribution platform for digital instructional content; and surveys. Through information from the series, KET can better understand the needs of schools, teachers, and students and can then develop instructional services and resources that better meet these needs.
	Access Restrictions	None
	Contents	Series contains: Total number of instructional series and programs broadcast or streamed online via KET ED On Demand; KET EncycloMedia usage data (teachers/students using online resources); number of direct services and educators reached (KET education consultant school visits and presentations with contact information; early childhood and adult education workshops and trainings); information about production of education digital resources; and summary of survey results.
	Retention and Disposition	Retain for eight (8) years then, destroy.
04532	KET Credit Courses File	This series documents the development and delivery of KET credit-bearing courses such as high school distance learning courses, professional development courses, early childcare training courses, GED preparation courses, and other courses, modules, or workshops delivered electronically via KET (e.g., via CD-ROM, DVD, and/or online) and for which participants can earn credit.
	Access Restrictions	KRS 61.878(1)(a) Student personal information.
	Contents	Series contains: Project information, statistical reports (compiled annually into the KET Education Division Annual Report), and student/participant records.
	Retention and Disposition	Retain in agency permanently.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Kentucky Educational Television
Production, Division of

Record Group
Number
0940

Records Title Series and Description		Function and Use
00994	Program Files	This series documents the development and creation of programs produced by Kentucky Educational Television. It contains specific information on the descriptions of, and the supporting documents required in the process of producing, KET programs. It also provides historical data which are used by the agency in planning for future programs.
	Access Restrictions	None
	Contents	Series may contain: program descriptions and objectives, production budgets which includes Individual Production Data, releases for on-air and online appearances, photographic rights and sample photographs, rights for the use of motion video clips and segments, personnel contracts, talent contract, transcripts when available, scripts when applicable, and related documents and correspondence.
	Retention and Disposition	Retain in agency permanently.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Kentucky Educational Television
Programming, Division of

Record Group
Number
0940

Records Title		
Series	and Description	Function and Use
00991	Reaction Line Comments File	This series documents viewer responses to programs broadcast on Kentucky Educational Television's (KET) open broadcast channel. The reaction line is set up on an 800 telephone number so that viewers can call into KET at any time. The reaction line provides viewers with the opportunity to ask questions, offer suggestions and make comments on programs aired. The programming division reviews each viewer response and addresses each issue individually.
	Access Restrictions	None
	Contents	Series contains: Viewer comments and related correspondence.
	Retention and Disposition	Retain for three (3) years, then destroy.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Kentucky Educational Television
Programming/Production, Divisions of

Record Group
Number
0940

Series	Records Title and Description	Function and Use
01027	Films and Videotapes - Original Programming (V) Access Restrictions Contents Retention and Disposition	<p>This series documents the original programming produced and prepared by Kentucky Educational Television (KET), pursuant to its authority under KRS 168.100 (3). The programs developed by KET for broadcast aid in education in Kentucky's public schools and state supported institutions of higher learning. Other programs developed are for use in other public functions related to the study of history, current events and current laws of government. KET also broadcasts the proceedings of all legislative sessions. Videotapes of the proceedings are retained by the Legislative Research Commission. Examples of original programming include Comment on Kentucky, Kentucky Afield, Governor's addresses, State of the Commonwealth addresses, and documentation about importation political figures. *Videotapes/reels of legislative sessions.</p> <p>None</p> <p>Series contains: Film and videotape recordings of programs developed by KET.</p> <p>Retain in agency permanently.</p>

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Kentucky Educational Television
Programming/Transmissions Systems, Divisions of

Record Group
Number
0940

Series	Records Title and Description	Function and Use
01019	Program and Station Log File	This series documents all programs scheduled for KET's open broadcast channels. It provides information on a daily basis about time schedules, length of programs, and whether broadcasts are KET programs or direct feeds from Public Broadcasting systems. The series is used by master control engineers as a working schedule. It also documents announcements by the National Weather Service when weather conditions are severe. These announcements are required by the Federal Communications Commission (FCC) to alert viewers of possible damaging weather. In addition, the series documents the testing of emergency weather signals throughout the state. It also documents the inspection of tower lights, which must be inspected every 24 hours, per requirement of the FCC.
	Access Restrictions	None
	Contents	Series contains: airing times, length of programs, type of program (i.e., direct feed, etc.); emergency alert system information and tower light inspection information
	Retention and Disposition	Retain two (2) years. NOTE: Logs containing relevant communications of a disaster or investigation by the FCC or logs involved in a claim or complaint must be retained until FCC releases the file.

STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development Cabinet
Kentucky Educational Television
Transmissions Systems, Division of

Record Group
Number
0940

Records Title	
Series	and Description
Function and Use	
01017	Construction Files
This series documents the construction and location of transmitter and translator sites, which are located within and outside of Kentucky. Currently, there are fifteen (15) transmitter sites and three (3) translator sites. One (1) transmitter site is located in Indiana. Additionally, series documents property ownership, terms of easements and leases for transmitter sites, etc.	
Access Restrictions	
None	
Contents	
Series may contain: maps, terms of easements, correspondence, deeds, permits, agreements, and description of towers.	
Retention and Disposition	
Retain in agency permanently.	

PRD 320		1. RECORD GROUP CODE 0940 2. SERIES NO. 00988	
Rev. 4/86 Record Description and Analysis		3. ORIGINATING AGENCY Education and Workforce Development Cabinet	
Public Records Division		4. ADMINISTRATIVE UNIT Kentucky Educational Television	
Department for Libraries and Archives		5. SUBUNIT Education, Division of SECTION	
COMPILER Nancy Carpenter		DATE 09/20/2011 PHONE NO. 606-258-7000	
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD Education Utilization Survey File		7. VARIANT TITLE Program and School Evaluation Reports	
8. RECORD IS: O Original Duplicate	9. LOCATION(S) OF ALTERNATIVE COPIES (Original or Duplicate(s)) NA		
10. INFORMATION SUMMARIZED IN: NA			
11. MEDIUM (If Machine Readable Record, Complete and Attach Form PRD 320M) Paper OTHER:			
12. ARRANGEMENT/SORT SEQUENCE (Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Chronological by date submitted then alphabetical by region, thereunder alphabetical by name of school			
13. INDEX/FINDING AID(S) NA			
14. DATE SPAN:	In Agency From 2000 To Pres	State Records Center From NA To	State Archives From: NA To
15. VOLUME:	In Agency 2.5 cf	State Records Center NA	State Archives NA
16. ANNUAL ACCUMULATION .5 cf		17. REFERENCE RATE (Number of times you use each year's accumulation) 1st Year: 24 2nd Year: 12 3-5 Years: 6 More than 5 years: NA	
18. FUNCTION AND USE (For what purpose is/was record created? What activity, process, or transaction does it document?) This series documents the production, distribution, and use of KET educational resources and services in Kentucky educational institutions, including public schools, early childhood learning centers, and adult education centers/postsecondary institutions. It is compiled from several sources, including reports completed by KET's Education Consultants, who work with schools in each region of the state; monthly/annual data on educator usage of KET EncycloMedia, KET's primary distribution platform for digital instructional content; and surveys. Through information from the series, KET can better understand the needs of schools, teachers, and students and can then develop instructional services and resources that better meet these needs.			

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.)
Series contains: Total number of instructional series and programs broadcast or streamed online via KET ED On Demand; KET EncycloMedia usage data (teachers/students using online resources); number of direct services and educators reached (KET education consultant school visits and presentations with contact information; early childhood and adult education workshops and trainings); information about production of education digital resources; and summary of survey results.

20. INPUT RECORDS (What records flow into, or provide information to create this record?)

21. OUTPUT RECORDS (What records flow out of the information in this record series?)

22. VITAL RECORD? <input type="checkbox"/> Yes/No	23. If Yes, VITAL RETENTION PERIOD? NA
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24. VITAL RECORDS PROTECTION INSTRUCTIONS
NA

25. ACCESS RESTRICTIONS? <input type="checkbox"/> Yes/No	If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)
None	

26. IS RECORD SUBJECT TO AUDIT? NA	<input type="checkbox"/> N If yes, list AUDITING AGENCY (Federal, State, Internal?)	27. AUDIT RETENTION REQUIREMENT NA
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28. LEGAL RETENTION REQUIREMENT? (Yes/No) NA	<input type="checkbox"/> N If yes, cite statute and state length of retention period required.
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ANALYSIS		
29. APPRAISAL CRITERIA	Years	30. RATIONALE FOR RETENTION This series has primary administrative value as it documents school and teacher responses to use of instructional programs produced by KET. It is used for ongoing evaluation of the type of programming needed to meet instructional requirements.
X Administrative Retention Value Legal Retention Value Fiscal Retention Value Research Retention Value Intrinsic Retention Value	8	
31. AGENCY RETENTION 3 years		
32. DISPOSITION INSTRUCTIONS: Retain for eight (8) years then, destroy.		
33. RECORDS CENTER RETENTION: NA Jackie Arnold	34. ARCHIVES CENTER RETENTION NA	35. TOTAL RETENTION 8 Date

PRD 320		1. RECORD GROUP CODE 0940 2. SERIES NO. 00991	
Rev. 4/86 Record Description and Analysis		3. ORIGINATING AGENCY Education and Workforce Development Cabinet	
Public Records Division		4. ADMINISTRATIVE UNIT Kentucky Educational Television	
Department for Libraries and Archives		5. SUBUNIT Programming, Division of	
COMPILER Dan Bailey		SECTION	
		DATE 09/20/2011 PHONE NO. 606-258-7000	
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD Reaction Line Comments File		7. VARIANT TITLE Viewer Letters	
8. RECORD IS:	9. LOCATION(S) OF ALTERNATIVE COPIES (Original or Duplicate(s))		
<input type="radio"/> Original <input type="radio"/> Duplicate	Duplicate to Transmission Systems - KET		
10. INFORMATION SUMMARIZED IN: NA			
11. MEDIUM (If Machine Readable Record, Complete and Attach Form PRD 320M) Paper OTHER:			
12. ARRANGEMENT/SORT SEQUENCE (Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Chronological by month/year			
13. INDEX/FINDING AID(S) NA			
14. DATE SPAN:	In Agency From 1991 To Pres	State Records Center From NA To	State Archives From: NA To
15. VOLUME:	In Agency 6 cf	State Records Center NA	State Archives NA
16. ANNUAL ACCUMULATION 1.5 cf		17. REFERENCE RATE (Number of times you use each year's accumulation) 1st Year: 12 2nd Year: 6 3-5 Years: 6 More than 5 years: NA	
18. FUNCTION AND USE (For what purpose is/was record created? What activity, process, or transaction does it document?) This series documents viewer responses to programs broadcast on Kentucky Educational Television's (KET) open broadcast channel. The reaction line is set up on an 800 telephone number so that viewers can call into KET at any time. The reaction line provides viewers with the opportunity to ask questions, offer suggestions and make comments on programs aired. The programming division reviews each viewer response and addresses each issue individually.			

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.)
Series contains: Viewer comments and related correspondence.

20. INPUT RECORDS (What records flow into, or provide information to create this record?)
Films and Videotapes - Original Programming - 01027; Special Projects File - 04532

21. OUTPUT RECORDS (What records flow out of the information in this record series?)
Program Files - 00994

22. VITAL RECORD? <input type="checkbox"/> Yes/No	23. If Yes, VITAL RETENTION PERIOD? NA
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24. VITAL RECORDS PROTECTION INSTRUCTIONS
NA

25. ACCESS RESTRICTIONS? <input type="checkbox"/> Yes/No	If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.) None
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26. IS RECORD SUBJECT TO AUDIT? <input type="checkbox"/> N	If yes, list AUDITING AGENCY (Federal, State, Internal?)	27. AUDIT RETENTION REQUIREMENT NA
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28. LEGAL RETENTION REQUIREMENT? (Yes/No) <input type="checkbox"/> N	If yes, cite statute and state length of retention period required. NA
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ANALYSIS		
29. APPRAISAL CRITERIA x Administrative Retention Value 3 Legal Retention Value Fiscal Retention Value Research Retention Value Intrinsic Retention Value	30. RATIONALE FOR RETENTION This series has primary administrative value as it documents viewer input and actions of KET which impact the viewing area.	
31. AGENCY RETENTION 3 years		
32. DISPOSITION INSTRUCTIONS: Retain for three (3) years, then destroy.		
33. RECORDS CENTER RETENTION: NA	34. ARCHIVES CENTER RETENTION NA	35. TOTAL RETENTION 3 years
Jackie Arnold		Date

PRD 320 Rev. 4/86 Record Description and Analysis Public Records Department for Division Libraries and Archives		1. RECORD GROUP CODE 0940 2. SERIES NO. 00994 3. ORIGINATING AGENCY Education and Workforce Development Cabinet 4. ADMINISTRATIVE UNIT Kentucky Educational Television 5. SUBUNIT Production, Division of SECTION DATE 11/01/2011 PHONE NO. 606-258-7000	
COMPILER Mike Brower			
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD Program Files		7. VARIANT TITLE	
8. RECORD IS: <input type="radio"/> Original <input type="radio"/> Duplicate	9. LOCATION(S) OF ALTERNATIVE COPIES (Original or Duplicate(s))		
10. INFORMATION SUMMARIZED IN:			
11. MEDIUM (If Machine Readable Record, Complete and Attach Form PRD 320M) Paper Computer Disk OTHER:			
12. ARRANGEMENT/SORT SEQUENCE (Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by subject then chronological by date			
13. INDEX/FINDING AID(S) NA			
14. DATE SPAN:	In Agency From 1990 To Pres	State Records Center From To	State Archives From: To
15. VOLUME:	In Agency 2 cf	State Records Center	State Archives
16. ANNUAL ACCUMULATION .5 cf		17. REFERENCE RATE (Number of times you use each year's accumulation) 1st Year: 36 2nd Year: 24 3-5 Years: 12 More than 5 years: 5	
18. FUNCTION AND USE (For what purpose is/was record created? What activity, process, or transaction does it document?) This series documents the development and creation of programs produced by Kentucky Educational Television. It contains specific information on the descriptions of, and the supporting documents required in the process of producing, KET programs. It also provides historical data which are used by the agency in planning for future programs.			

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.)
Series may contain: program descriptions and objectives, production budgets which includes Individual Production Data, releases for on-air and online appearances, photographic rights and sample photographs, rights for the use of motion video clips and segments, personnel contracts, talent contract, transcripts when available, scripts when applicable, and related documents and correspondence.

20. INPUT RECORDS (What records flow into, or provide information to create this record?)

21. OUTPUT RECORDS (What records flow out of the information in this record series?)

22. VITAL RECORD? <input type="checkbox"/> Yes/No	23. If Yes, VITAL RETENTION PERIOD? NA
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24. VITAL RECORDS PROTECTION INSTRUCTIONS
NA

25. ACCESS RESTRICTIONS?	<input type="checkbox"/> Yes/No	If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)
None		

26. IS RECORD SUBJECT TO AUDIT?	<input type="checkbox"/> N	If yes, list AUDITING AGENCY (Federal, State, Internal?)	27. AUDIT RETENTION REQUIREMENT
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28. LEGAL RETENTION REQUIREMENT? (Yes/No)	<input type="checkbox"/> N	If yes, cite statute and state length of retention period required.
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ANALYSIS			
29. APPRAISAL CRITERIA		Years	30. RATIONALE FOR RETENTION This series has primary administrative and secondary research value as it documents the creation and development of KET programs. It also provides historical information needed for long-range planning.
X	Administrative Retention Value	P	
	Legal Retention Value		
	Fiscal Retention Value		
X	Research Retention Value	P	
	Intrinsic Retention Value		
31. AGENCY RETENTION			
P			
32. DISPOSITION INSTRUCTIONS: Retain in agency permanently.			
33. RECORDS CENTER RETENTION:		34. ARCHIVES CENTER RETENTION	35. TOTAL RETENTION
Jackie Arnold			P Date

PRD 320 Rev. 4/86 Record Description and Analysis Public Records Department for Division Libraries and Archives		1. RECORD GROUP CODE 0940 2. SERIES NO. 01017 3. ORIGINATING AGENCY Education and Workforce Development Cabinet 4. ADMINISTRATIVE UNIT Kentucky Educational Television 5. SUBUNIT Transmissions Systems, Division of SECTION DATE 09/20/2011 PHONE NO. 606-258-7000	
COMPILER Dan Bailey			
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD Construction Files		7. VARIANT TITLE NA	
8. RECORD IS: <input type="radio"/> Original <input type="radio"/> Duplicate	9. LOCATION(S) OF ALTERNATIVE COPIES (Original or Duplicate(s)) NA		
10. INFORMATION SUMMARIZED IN: NA			
11. MEDIUM (If Machine Readable Record, Complete and Attach Form PRD 320M) Paper Computer Disk OTHER:			
12. ARRANGEMENT/SORT SEQUENCE (Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by site thereunder chronological			
13. INDEX/FINDING AID(S) NA			
14. DATE SPAN:	In Agency From 1968 To Pres	State Records Center From NA To	State Archives From: NA To
15. VOLUME:	In Agency 10 cf	State Records Center NA	State Archives NA
16. ANNUAL ACCUMULATION .3 cf		17. REFERENCE RATE (Number of times you use each year's accumulation) 1st Year: 12 2nd Year: 6 3-5 Years: 6 More than 5 years: 2	
18. FUNCTION AND USE (For what purpose is/was record created? What activity, process, or transaction does it document?) This series documents the construction and location of transmitter and translator sites, which are located within and outside of Kentucky. Currently, there are fifteen (15) transmitter sites and three (3) translator sites. One (1) transmitter site is located in Indiana. Additionally, series documents property ownership, terms of easements and leases for transmitter sites, etc.			

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.) Series may contain: maps, terms of easements, correspondence, deeds, permits, agreements, and description of towers.		
20. INPUT RECORDS (What records flow into, or provide information to create this record?) NA		
21. OUTPUT RECORDS (What records flow out of the information in this record series?) Program and Station Log File - 01019		
22. VITAL RECORD? <input type="checkbox"/> Yes/No	23. If Yes, VITAL RETENTION PERIOD?	
24. VITAL RECORDS PROTECTION INSTRUCTIONS		
25. ACCESS RESTRICTIONS? <input type="checkbox"/> Yes/No If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.) None		
26. IS RECORD SUBJECT TO AUDIT? NA	<input type="checkbox"/> N If yes, list AUDITING AGENCY (Federal, State, Internal?)	27. AUDIT RETENTION REQUIREMENT NA
28. LEGAL RETENTION REQUIREMENT? (Yes/No) <input type="checkbox"/> If yes, cite statute and state length of retention period required.		
ANALYSIS		
29. APPRAISAL CRITERIA X Administrative Retention Value Years Legal Retention Value P Fiscal Retention Value Research Retention Value Intrinsic Retention Value	30. RATIONALE FOR RETENTION Series has primary administrative value as it documents the construction of transmitter and translator sites and towers. Records in this series provides a history of all such activities and is needed for planning and future development.	
31. AGENCY RETENTION P		
32. DISPOSITION INSTRUCTIONS: Retain in agency permanently.		
33. RECORDS CENTER RETENTION:	34. ARCHIVES CENTER RETENTION	35. TOTAL RETENTION
Jackie Arnold		P Date

PRD 320		1. RECORD GROUP CODE 0940 2. SERIES NO. 01019	
Rev. 4/86 Record Description and Analysis		3. ORIGINATING AGENCY Education and Workforce Development Cabinet	
Public Records Division		4. ADMINISTRATIVE UNIT Kentucky Educational Television	
Department for Libraries and Archives		5. SUBUNIT Programming/Transmissions Systems, Di SECTION	
COMPILER Debbie Wheatley		DATE 06/28/1994 PHONE NO. 606-258-7015	
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD Program and Station Log File		7. VARIANT TITLE NA	
8. RECORD IS: O Original Duplicate	9. LOCATION(S) OF ALTERNATIVE COPIES (Original or Duplicate(s)) NA		
10. INFORMATION SUMMARIZED IN: NA			
11. MEDIUM (If Machine Readable Record, Complete and Attach Form PRD 320M) Paper OTHER:			
12. ARRANGEMENT/SORT SEQUENCE (Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Chronological by month/year			
13. INDEX/FINDING AID(S) NA			
14. DATE SPAN:	In Agency From 1968 To Pres	State Records Center From NA To	State Archives From: NA To
15. VOLUME:	In Agency 65 cf	State Records Center NA	State Archives NA
16. ANNUAL ACCUMULATION 2.5 cf		17. REFERENCE RATE (Number of times you use each year's accumulation) 1st Year: 36 2nd Year: 24 3-5 Years: 12 More than 5 years: 12	
18. FUNCTION AND USE (For what purpose is/was record created? What activity, process, or transaction does it document?) This series documents all programs scheduled for KET's open broadcast channels. It provides information on a daily basis about time schedules, length of programs, and whether broadcasts are KET programs or direct feeds from Public Broadcasting systems. The series is used by master control engineers as a working schedule. It also documents announcements by the National Weather Service when weather conditions are severe. These announcements are required by the Federal Communications Commission (FCC) to alert viewers of possible damaging weather. In addition, the series documents the testing of emergency weather signals throughout the state. It also documents the inspection of tower lights, which must be inspected every 24 hours, per requirement of the FCC.			

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.)
Series contains: airing times, length of programs, type of program (i.e., direct feed, etc.); emergency alert system information and tower light inspection information

20. INPUT RECORDS (What records flow into, or provide information to create this record?)

Production Schedule File - 01014

21. OUTPUT RECORDS (What records flow out of the information in this record series?)

NA

22. VITAL RECORD?

☐

Yes/No

23. If Yes, VITAL RETENTION PERIOD?

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS?

☐

Yes/No

If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)

None

26. IS RECORD SUBJECT TO AUDIT?

☐

If yes, list AUDITING AGENCY (Federal, State, Internal?)

27. AUDIT RETENTION REQUIREMENT

28. LEGAL RETENTION REQUIREMENT? (Yes/No)

Y

If yes, cite statute and state length of retention period required.

Broadcast Rules Services Chapter 73.1840 - 2 years

ANALYSIS

29. APPRAISAL CRITERIA

Years

- x Administrative Retention Value
- x Legal Retention Value
- Fiscal Retention Value
- Research Retention Value
- Intrinsic Retention Value

2
2

30. RATIONALE FOR RETENTION

Series has primary administrative value because it provides information on programs aired and documents requirements of FCC regarding emergency alert systems and tower inspections.

31. AGENCY RETENTION

2

32. DISPOSITION INSTRUCTIONS:

Retain two (2) years. NOTE: Logs containing relevant communications of a disaster or investigation by the FCC or logs involved in a claim or complaint must be retained until FCC releases the file.

33. RECORDS CENTER RETENTION:

34. ARCHIVES CENTER RETENTION

35. TOTAL RETENTION

2

Diana Moses

Date

PRD 320		1. RECORD GROUP CODE 0940 2. SERIES NO. 01027	
Rev. 4/86 Record Description and Analysis		3. ORIGINATING AGENCY Education and Workforce Development Cabinet	
Public Records Division		4. ADMINISTRATIVE UNIT Kentucky Educational Television	
Department for Libraries and Archives		5. SUBUNIT Programming/Production, Divisions of SECTION	
COMPILER Mike Brower		DATE 09/20/2011 PHONE NO. 589-258-7000	
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD Films and Videotapes - Original Programming		7. VARIANT TITLE KET Productions	
8. RECORD IS: O Original Duplicate	9. LOCATION(S) OF ALTERNATIVE COPIES (Original or Duplicate(s)) NA		
10. INFORMATION SUMMARIZED IN: Annual Report - M0022			
11. MEDIUM (If Machine Readable Record, Complete and Attach Form PRD 320M) Audio/Video Tape OTHER: Videotape - 3/4 Beta and VHS			
12. ARRANGEMENT/SORT SEQUENCE (Alpha, Numeric, Chronological, Random, etc.): Explain in detail. By medium, i.e., Beta 3/4 and VHS then chronological by date of production			
13. INDEX/FINDING AID(S) Index to Tape Library - Series E0009 (index is limited)			
14. DATE SPAN:	In Agency From 1968 To Pres	State Records Center From NA To	State Archives From: *1975 To 1985
15. VOLUME:	In Agency 5,735 tapes	State Records Center NA	State Archives 41 cf
16. ANNUAL ACCUMULATION 185 tapes		17. REFERENCE RATE (Number of times you use each year's accumulation) 1st Year: 36 2nd Year: 24 3-5 Years: 12 More than 5 years: 6	
18. FUNCTION AND USE (For what purpose is/was record created? What activity, process, or transaction does it document?) This series documents the original programming produced and prepared by Kentucky Educational Television (KET), pursuant to its authority under KRS 168.100 (3). The programs developed by KET for broadcast aid in education in Kentucky's public schools and state supported institutions of higher learning. Other programs developed are for use in other public functions related to the study of history, current events and current laws of government. KET also broadcasts the proceedings of all legislative sessions. Videotapes of the proceedings are retained by the Legislative Research Commission. Examples of original programming include Comment on Kentucky, Kentucky Afield, Governor's addresses, State of the Commonwealth addresses, and documentation about importation political figures. *Videotapes/reels of legislative sessions.			

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.)

Series contains: Film and videotape recordings of programs developed by KET.

20. INPUT RECORDS (What records flow into, or provide information to create this record?)

Grants File - 00986; Scripts File - 01005; Individual Program Data File - 01013; Production Schedule File - 01014

21. OUTPUT RECORDS (What records flow out of the information in this record series?)

Utilization Survey File - 00988; Reaction Line Comments File - 00991; Program Files - 00994; Program and Station Log File - 01019; Index to Tape Library - E0009; Annual Report - M0022

22. VITAL RECORD?

☒ V

Yes/No

23. If Yes, VITAL RETENTION PERIOD?

Permanent

24. VITAL RECORDS PROTECTION INSTRUCTIONS

None

25. ACCESS RESTRICTIONS?

☐

Yes/No

If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)

None

26. IS RECORD SUBJECT TO AUDIT?

☐ N

If yes, list AUDITING AGENCY (Federal, State, Internal?)

27. AUDIT RETENTION REQUIREMENT

NA

NA

28. LEGAL RETENTION REQUIREMENT? (Yes/No)

☐

If yes, cite statute and state length of retention period required.

ANALYSIS

29. APPRAISAL CRITERIA

Years

x Administrative Retention Value

P

Legal Retention Value

Fiscal Retention Value

x Research Retention Value

P

Intrinsic Retention Value

30. RATIONALE FOR RETENTION

This series has secondary administrative value because it documents the primary activity of the agency to develop and produce original programming for broadcast on educational television.

31. AGENCY RETENTION

P

32. DISPOSITION INSTRUCTIONS:

Retain in agency permanently.

33. RECORDS CENTER RETENTION:

34. ARCHIVES CENTER RETENTION

35. TOTAL RETENTION

Jackie Arnold

P

Date

PRD 320 Rev. 4/86 Record Description and Analysis Public Records Division Department for Libraries and Archives		1. RECORD GROUP CODE 0940 2. SERIES NO. 04532 3. ORIGINATING AGENCY Education and Workforce Development Cabinet 4. ADMINISTRATIVE UNIT Kentucky Educational Television 5. SUBUNIT Education, Division of SECTION DATE 09/20/2011 PHONE NO. 859-258-7000	
COMPILER Nancy Carpenter			
IDENTIFICATION AND DESCRIPTION			
6. TITLE OF RECORD KET Credit Courses File		7. VARIANT TITLE NA	
8. RECORD IS: <input type="radio"/> Original <input type="radio"/> Duplicate	9. LOCATION(S) OF ALTERNATIVE COPIES (Original or Duplicate(s)) NA		
10. INFORMATION SUMMARIZED IN: Annual Report - M0022			
11. MEDIUM (If Machine Readable Record, Complete and Attach Form PRD 320M) <div style="text-align: right;">OTHER: Videotape - 3/4 in Beta and VHS</div>			
12. ARRANGEMENT/SORT SEQUENCE (Alpha, Numeric, Chronological, Random, etc.): Explain in detail. Alphabetical by project then chronological by year of production			
13. INDEX/FINDING AID(S) NA			
14. DATE SPAN:	<div style="text-align: center;">In Agency</div> From 1989 To Pres	<div style="text-align: center;">State Records Center</div> From NA To	<div style="text-align: center;">State Archives</div> From: NA To
15. VOLUME:	<div style="text-align: center;">In Agency</div> 6 cf	<div style="text-align: center;">State Records Center</div> NA	<div style="text-align: center;">State Archives</div> NA
16. ANNUAL ACCUMULATION 1 cf		17. REFERENCE RATE (Number of times you use each year's accumulation) 1st Year: 70 2nd Year: 36 3-5 Years: 12 More than 5 years: 12	
18. FUNCTION AND USE (For what purpose is/was record created? What activity, process, or transaction does it document?) This series documents the development and delivery of KET credit-bearing courses such as high school distance learning courses, professional development courses, early childcare training courses, GED preparation courses, and other courses, modules, or workshops delivered electronically via KET (e.g., via CD-ROM, DVD, and/or online) and for which participants can earn credit.			

19. CONTENTS (Documents in this file? Information on this form? Data Elements in this computer file, etc.)
Series contains: Project information, statistical reports (compiled annually into the KET Education Division Annual Report), and student/participant records.

20. INPUT RECORDS (What records flow into, or provide information to create this record?)

21. OUTPUT RECORDS (What records flow out of the information in this record series?)

22. VITAL RECORD? 23. If Yes, VITAL RETENTION PERIOD?

☐ Yes/No

24. VITAL RECORDS PROTECTION INSTRUCTIONS

25. ACCESS RESTRICTIONS? ☐ C Yes/No If yes, explain restrictions and attach copy of authority (KRS, KAR, CFR, etc.)

KRS 61.878(1)(a) Student personal information.

26. IS RECORD SUBJECT TO AUDIT?

☐ N

If yes, list AUDITING AGENCY (Federal, State, Internal?)

27. AUDIT RETENTION REQUIREMENT

NA

NA

28. LEGAL RETENTION REQUIREMENT? (Yes/No)

☐ N

If yes, cite statute and state length of retention period required.

ANALYSIS

29. APPRAISAL CRITERIA

Years

X Administrative Retention Value
Legal Retention Value
Fiscal Retention Value
Research Retention Value
Intrinsic Retention Value

P

30. RATIONALE FOR RETENTION

This series has primary administrative and research value as it documents the primary mission of the agency to develop educational productions and programs.

31. AGENCY RETENTION

P

32. DISPOSITION INSTRUCTIONS:

Retain in agency permanently.

33. RECORDS CENTER RETENTION:

34. ARCHIVES CENTER RETENTION

35. TOTAL RETENTION

Jackie Arnold

P

Date